

63-2513

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7 March 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations
from 1-28 February 19631. Cables Processed

a. CIA cables processed totaled 16,242 IN cables, 6,687 OUT cables, 1,444 TD's and 2,881 miscellaneous items for a total of 27,254 work items. This represents an increase of 2,009 items or 8% more than the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 13,303, an increase of 338 or 3% over the monthly average of 12,965 for 1962.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 40,557 items. The February total represents an increase of 2,439 or 6% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,448 items each 24 hours including Saturdays and Sundays. This is better than an item a minute.

d. 1,538 cables or 4.5% of all cables processed were furnished to the Director as compared to 1,583 or 4.5% for January 1963.

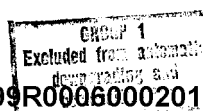
2. Personnel

No change over our previous monthly report.

3. General

a. Attached is an accounting of the cost of operating the Cable Secretariat for the calendar year 1962. The figures shown include all labor, service, materials, and equipment costs, except for heat, light, and rental of office space. I believe it is worth mentioning that our total cost per cable for 1962 (\$1.55) is lower than our last computation of 11 June-9 Dec 1961 (\$1.90). While costs rose, due to the pay raise and other factors, our unit cost was reduced because of increased production per person employed. With reference to equipment costs, it is my practice to write off completely each year the

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expenditure for a piece of equipment, rather than to pro-rate the cost over several years. I think too that our labor cost of producing a cable on overtime which was reduced from \$1.43 last time to a \$1.09 this time, is indicative of a more efficient utilization of overtime people and skills. The volume of cables available to be done affects this figure, of course, and there were many more cables available this last year than in previous years.

b. During the month the Signal Center started to use NCR teletype paper. NCR copies of teletype messages enable us to make better mats and in turn to reproduce better copies of cables. Our thanks go to [REDACTED] Chief Signal Center, Office of Communications for making this possible.

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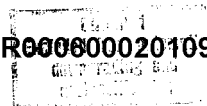
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Cable Secretary

Attachment

*See orig in
cost acct folder*

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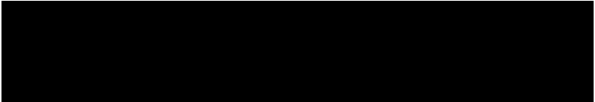
13 March 1963

MEMORANDUM FOR: Cable Secretary

SUBJECT : Report on Cable Secretariat Operations
for 1962

1. The summaries of the Cable Secretariat operating costs attached to the monthly report of 7 March are highly illuminating and are reflective of a fine managerial job by the Cable Secretary. It is commendable that your cost per cable has dropped appreciably since your last analysis despite the increased costs inherent in the pay raise, etc.
2. Your monthly reports of operations are also very valuable and provide me with the needed information on your activities. They also are indicative of fine work on the part of the Cable Secretariat. The fact that your organization is now processing an average of more than one cable per minute every hour, 24 hours a day, is reflective of the heavy responsibilities of your organization.
3. Would you please convey to all personnel in the Cable Secretariat our appreciation for the fine job they are doing.

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Lyman B. Kirkpatrick
Executive Director

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